

1130 DELEGATIONS OF AUTHORITY

Travel 05

Federal Advisory Committee and Nonfederal Meetings

Issuing Office: OFM 435-2927

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1. **Explanation of Material Transmitted:** This delegation has been revised to reflect recent changes to Limitations/Guidance No. 2 and Redelegations. All travel conducted by the Institute/Center (IC) Directors to attend a domestic nongovernmental meeting, must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors to attend a domestic, nongovernmental meeting, must be authorized and approved by the respective IC Director.

2. **Filing Instructions:**

Remove: NIH Manual 1130, Travel No. 5, dated 05/22/00

Insert: NIH Manual 1130, Travel No. 5, dated 10/17/02

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Authorities Delegated

1. To authorize and approve the convening of NIH Federal Advisory Committee conferences, meetings, or similar functions held at domestic sites or locations other than the National Institutes of Health or in NIH facilities.
2. To authorize and approve attendance at domestic nongovernmental meetings.
3. To authorize and approve attendance at unofficial international meetings held in the United States not involving travel.

To Whom Delegated	Area of Authority
Deputy Director, NIH	NIH
Deputy Director for Management, NIH	NIH
IC Directors/Deputy	Respective Area

Directors/Executive Officers

OD Executive Officer

OD with the exception of ORS

Associate Director for Research
Services

ORS

Limitations/Guidance

1. Each of the authorities delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations or Joint Federal Travel Regulations as appropriate, and Departmental and NIH policies.
2. All travel conducted by the Institute/Center (IC) Directors to attend a domestic, nongovernmental meeting, must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors to attend a domestic, nongovernmental meeting, must be authorized and approved by the respective IC Director.
3. All delegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the delegation is made. A copy of the redelegation must also be sent to the respective administrative office.
4. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Redelegation

With the exception of the IC Director/Deputy Director travel to attend domestic, nongovernmental meetings, Authority No. 2 may be redelegated. In addition, Authorities 1 and 3 may be redelegated. All authorities redelegated should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

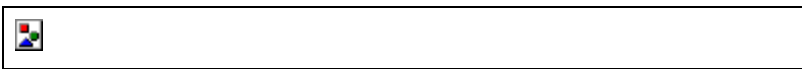
Citations

1. 5 U.S.C. 302 and 5946; 31 U.S.C 1345, 42 U.S.C. 203, 210(c), 216, and 281
2. Federal Travel Regulations, 41 CFR Chapter 301
3. Joint Federal Travel Regulations
4. HHS Travel Manual Chapters 1-10, 1-40, 1-60, 2-00, and 5-20
5. HHS General Administration Manual, Chapter 9-00

6. PHS Delegation of Authority, dated May 6, 1974, from the Executive Officer, PHS, concerning authorizing or approving travel to meetings
7. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: "Delegations of Authority"
8. Travel Expense Act of 1949, as amended 5 U.S.C. 5701 et seq.
9. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))

/s/
Elias A. Zerhouni, M.D.
Director, NIH

Effective Date: October 17, 2002



Last Updated: 01/13/03

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